



The Carlsbad Recreation Department currently has an opening for a

Senior Recreation Leader- INCLUSION AIDE

\$11.00-\$15.00 per hour
(Depending on qualifications)

Position

This position is responsible for working with children with special needs on an individual or small group basis to facilitate the child's inclusion into a recreational program. May include additional administrative duties as needed.

Example of Duties

Daily Duties

- A. Facilitate inclusion of a child or children into a recreation program such as a day camp, class or special event.
- B. Work individually or in a small group with a child or children with special needs.
- C. Provide continual support and comfort to a child or children with special needs.
- D. Assist in facilitating or altering activities of the recreation program so that a child or children with special needs may participate successfully.
- E. Maintain daily communication with a parent or parents of a child or children with special needs.
- F. Serve as a role model to other participants and staff for including children with special needs.
- G. Readily adapt to changing situations or tasks.
- H. Ensure the physical, emotional and intellectual safety of the child or children under their direct supervision.
- I. Make sound decisions and respond to situations requiring immediate attention.
Communicate with program staff when necessary to facilitate successful inclusion.

Periodic Duties

- A. Responsible for planning, implementing activities for children with special needs.
- B. Responsible for distributing medications to children as prescribed by the child's physician.
- C. Responsible for supervising children in or near water.
Responsible for supervising children on field trips.

Occasional Duties

- A. Responsible for attending workshops, conferences, and in-service training.
Responsible for assisting other staff in organizing and cleaning facility areas and equipment.

Other Duties as Assigned

Qualifications

Minimum Qualifications

- 1. Must be able to relate positively with children.
- 2. Must have a genuine desire to work with children with special needs.
- 3. Must have previous experience or education relating to working with children with disabilities.
- 4. Must be able to communicate effectively with adults of varied backgrounds and experience. *Bilingual Encouraged (Spanish)*
- 5. Must be in excellent health.
- 6. Must have a high school diploma or G.E.D. equivalent.
- 7. Must have a valid California Driver's License.
- 8. Negative TB test required prior to employment start date.
- 9. Must have or be willing to obtain CPR and 1st Aid Certification.

Special Conditions

Total work hours may not exceed 999 hours per fiscal year, July 1 to June 30. Required to attend mandatory meeting sessions. Uniforms will be provided and must be worn.

Work Schedule

This position involves a flexible schedule that may change due to the needs of the program. This position may involve working between the hours of 7:00 to 6:00pm (with some later shifts possibly required) and may involve working at various sites/programs.

Application and Selection Procedure

CLOSING DATE: Positions open until filled.

Application form may be obtained from and submitted to:

**Attn: Kelly Houser
Harding Street Community Center
3096 Harding Street
Carlsbad, California 92008**

Candidates will be evaluated for employment consideration on the basis of the submitted application. An interview of those best qualified will be used to rank the applicants for a final selection.

Appointments are contingent upon successful completion of a fingerprint records check and verification of State of California negative tuberculosis test requirement and of United States citizenship or legal employment authorization.

The City of Carlsbad encourages qualified individuals with disabilities to apply. Persons who will require special accommodation in order to participate in any portion of the application, testing or interview process must advise the City's Human Resources Department five (5) working days prior to the requested accommodation.

Successful applicants will be offered employment on an hourly basis only. Hourly employment with the City of Carlsbad may be discontinued at any time without cause, notice or right of appeal or hearing.

Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.



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